



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 658.403
C524P Chesla, Elizabeth
Practical Solutions for Everyday Work Problems. Learning Express, 2000. *This will lighten your quandary load, and we all know how fast that builds up.*
- 650.13
C524S Chesla, Erik
Successful Teamwork: How to Become a Team Player. Learning Express, 2000. *This book assumes that you've already been through an intermediate level high five class.*
- 155.25
H296A Harrell, Keith
Attitude Is Everything: 10 Life-Changing Steps to Turning Attitude into Action. Cliff Street Bks., 2000. *Get rid of all of your negative attitudinal baggage. Don't forget about that chip you sometimes carry around in your shoulder satchel.*
- 153
K198K Katz, Lawrence and Manning Rubin
Keep Your Brain Alive: The Neurobic Exercise Program. Workman Pub. Co. Inc., 1999. *I don't know about you, but I think those synaptic stretches are really hard on my dendrites.*
- 650.13
M347N Marler, Patty and Jan Bailey Mattia
Networking Made Easy. VGM Career Horizons, 1998. *This volume comes with an automatic door opener.*

COMMUNICATION

- 808.51
J16H Jacobi, Jeffrey
How to Say It with Your Voice. Prentice Hall Pr., 2000. *This may be a fabulous book; however, all that ooing and ahing going on is probably just someone practicing correct vowel sounds.*
- 158.2
P116P Pachter, Barbara and Susan Magee
The Power of Positive Confrontation. Marlowe and Co., 2000. *Excuse me please but would you mind taking THAT and THAT and THAT and THAT! You know - this settling conflicts amicably isn't too bad.*
- 808.042
R824R Ross-Larson, Bruce
Riveting Reports. W.W. Norton and Co., 1999. *I'm hoping the sequel to the interim budget is a real page turner.*

MANAGEMENT

- 658.403
A468T Altier, William J.
The Thinking Manager's Toolbox: Effective Processes for Problem Solving and Decision Making. Oxford Univ. Pr., 1999. *Because not everyone carries around a Swiss Army analysis grid.*

- 658.403
B426S Belasco, James A. and Jerre Stead
Soaring with the Phoenix: Renewing the Vision, Reviving the Spirit, and Recreating the Success of Your Company. Warner Bks., 1999. *Just don't leave ashes all over the carpeting.*
- 658.409
B433B Bell, Chip R. and Oren Harari
Beep! Beep! Competing in the Age of the Roadrunner. Warner Bks., 2000. *Don't worry - we didn't get the ACME Press edition.*
- 658.409082
B724W Book, Esther Wachs
Why the Best Man for the Job Is a Woman: The Unique Female Qualities of Leadership. HarperCollins, 2000. *After all, you never know when you might have to iron out situations, cook up solutions, and once in a while even clean house.*
- 658.3112
F299O Fein, Richard
101 Hiring Mistakes Employers Make ... and How to Avoid Them. Impact Pub., 2000. *I thought the best procedural enhancement is to subject a prospective employee's credentials to an initial pass through a fine wire mesh screen in combination with a charcoal filter.*
- 658
F462N Fields, Ronald
Never Give a Sucker an Even Break: W.C. Fields on Management. Prentice Hall Pr., 2000. *Ah yes - I recommend a bit of cogitation and rumination on this felicitous farrago of managment imperatives whilst under the contemplative beneficence of not too infrequent periods of respite and libation.*
- 658.314
L962F Lundin, Stephen C. and Harry Paul and John Christensen
Fish: A Remarkable Way to Boost Morale and Improve Results. Hyperion, 2000. *I hope there's a sequel called Filet Mignot.*
- 363.2082
M651G Miller, Susan L.
Gender and Community Policing: Walking the Talk. Northeastern Univ. Pr., 1999. *Just not in high heels.*
- 658.4
S912R Straub, Joseph T.
The Rookie Manager: A Guide to Surviving Your First Year in Management. AMACOM, 2000. *Unless you're counting on an abundance of beginner's luck.*
- 658
T861P Trout, Jack and Steve Riukin
The Power of Simplicity: A Management Guide to Cutting Through the Nonsense and Doing Things Right. McGraw-Hill, 1999. *You know, I have a convoluted theory about this*

WORK ENVIRONMENT

- 658.473
D392V Denenberg, Richard and Mark Braverman
Violence-Prone Workplace: A New Approach to Dealing with Hostile, threatening, and Uncivil Behavior. Cornell Univ. Pr., 1999. *I guess I'm the only one who signed up for pencil point bayonet training.*
- 640.43
S271C Sawi, Beth
Coming Up for Air: How to Build a Balanced Life in a Workaholic World. Hyperion, 2000. *Sometimes when your trapped under a massive pile of committments, an oxygen tube can be fitted into a crack and slid down to you.*